

April 27, 2005

Circuit Court Clerk Addressed

As part of the Compensation Board's annual review of its operating policies and procedures, the Board would like to address its policy of providing reimbursement payments directly to 35 of 650 Constitutional Officers. Currently, your office is one of the 35 in the Commonwealth that does not have Compensation Board reimbursement payments sent to the Treasurer or Finance Director. Providing the payments to the Treasurer or Finance Director insures compliance with §§15.2-520, 15.2-827, 15.2-2506 and 15.2-2507 Code of Virginia regarding appropriations, as well as relieving you from the burden of accounting for these funds with your local government auditor as well as the Auditor of Public Accounts.

Effective with the Compensation Board's reimbursement payment to your office for the month of July 2005 (provided in August), payments will be made to the Treasurer/Finance Director of your locality in the same manner that Compensation Board reimbursements are provided for all other Constitutional Officers. Therefore, you will need to remit the advance funds (sent to your office in July 1992) to the Compensation Board in mid-July, once all salaries and expenses have been paid out for the month of June and have been reimbursed by the Compensation Board. Your locality must pay the salaries and expenses beginning with the month of July 2005, and then the Compensation Board will send the monthly reimbursements, beginning with the reimbursement for July in the month of August, directly to the Treasurer of your locality.

We recognize that the timing of this change in policy may create some difficulty for you. If so, please submit a request for an exception to the implementation date of this policy to the Compensation Board not later than May 18th, stating the reason(s) why Compensation Board reimbursements should continue to be made to your office, and stating the date on which your office and locality will be prepared to have the payments sent to your Treasurer/Finance Director. The Compensation Board will address your request on May 25.

Please call Bruce W. Haynes or Charlene M. Rollins if you have any questions.

Sincerely,

Frank Drew, Chairman

Bruce W. Haynes, Executive Secretary

C: Robyn M. de Socio, Budget and Finance Manager
Anne M. Wilmoth, Chief Information Officer
Charlene M. Rollins, Agency Management Lead Analyst
Paige G. Curtis, Senior Fiscal Technician
Lisa J. Carson, Senior Policy Analyst
Treasurer Addressed
County/City Administrator Addressed